

# **LEARNING ENGLISH BETTER**



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CONNECTIONS**

**English may be a foreign language, but we cannot deny its importance in today's world. Don't hesitate – speak confidently and get over your shyness.**



# Day 1



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# NOUNS



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**Teaching formal grammar is something of a challenge. It is something which helps in acquiring the skill to match grammar vocabulary with the usage they have already acquired.**



**The objective is to do away  
with stiff traditional  
definitions and introduce parts  
of speech with simple  
explanations**



**Today let us take on simple definitions in grammar like nouns, verbs, and adjectives. Many of you might think or feel that you already know about these, but will be surprised to know that even simple grammar keeps springing surprises on us.**



# Let Us Take On Nouns ...

To explain in simple words, a noun is the name of a person, animal, place or thing.





# **Nouns- Singular & Plural ....**

**There are some general rules for changing the singular form of a noun to its plural form.**

<b>Eg: Common nouns.</b>	<b>Pen(singular) -</b>
<b>Pens(plural)</b>	
<b>Collective nouns.</b>	<b>Army(singular) -</b>
<b>Armies(plural)</b>	

**Proper, abstract & material nouns can have plural forms when they are used as common nouns.**

**All of you must be aware that the most common form of forming a plural by adding an “s” to the noun.**

**Eg: Hand - Hands**

**House - Houses**

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**Plural of the nouns ending in “x” “sh” or “ch” (a hissing sound) is formed by adding “es” at the end.**

**Eg: glass - glasses  
box - boxes  
brush - brushes  
bench - benches**

**Plural of the nouns ending in a “y” and having a consonant before “y” is formed by changing “y” into “ies”.**

**Eg: army - armies  
lady - ladies  
baby - babies  
fly - flies**



**If there is a vowel before the “y”, we just add “s” to the noun to form its plural.**

<b>Eg: monkey - monkeys</b>	<b>boy - boys</b>
<b>toy - toys</b>	<b>donkey - donkeys</b>
<b>day - days</b>	<b>key - keys</b>

**There are some nouns which are used in plural sense, though they look singular.**

**Eg: These cattle (not cattles)  
These people  
These folk**



**Some nouns are used in singular form.**

**Eg: This scenery is beautiful.**

**All this information was wrong.**

**Furniture is sold here.**

**Some nouns have the same form both in singular and plural.**

**Eg: This deer.**

**This sheep.**

**This fish.**

**These deer.**

**These sheep.**

**These fish.**



**Compound nouns form their plural by adding “s” to the important word.**

**Eg: mother-in-law - mothersin-law**  
**step-son - step-sonsin**  
**passer-by - passersby**  
**maid-servant - maid-**  
**servantss.**



## To Change ---

**Nouns which are used only in singular though they look like plurals.**

**Eg: The *news* is \_\_\_\_\_**

***Physics* is \_\_\_\_\_**

***Mathematics* is \_\_\_\_\_**

***Politics* is \_\_\_\_\_**

***An innings* \_\_\_\_\_**

***A means* \_\_\_\_\_**



The following are nouns  
-- mountains, tree,  
postman, cupboard, chair,  
apple, pen.



**Concrete nouns are names of people and things we can touch or see.**

**Nouns can also name things that cannot be seen or touched, but can be thought and felt. They express a quality, a state, a feeling or an action.**

**Such nouns are called Abstract nouns. So an abstract noun is an IDEA, for example, honesty, childhood, happiness, bravery.**





# Concrete Nouns Are of 4

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## Kinds ...

### example

**2. Common Nouns**  
*(nouns of one class  
or kind)*

**chair, crow, flower.**

**6. Proper Nouns**  
*(special name)*

**Delhi, Ram, Everest.**

**9. Material Nouns**  
*(names of things  
from which other  
things are made)*

**water, gold, wood.**

**14. Collective Nouns**  
*(a group of things  
considered as one)*

**fleet, army, bunch.**



# **Role-Play -- Live**

## **2 Role-Plays to Understand the Types of Nouns**



# Home Assignment

**Do It Yourself Exercise on Nouns**  
**2 Sets of Assignments on Types of Nouns**



**Of these, common and collective nouns are Countable nouns .**

**eg. Fruit, rabbit, box, pen, city, hero.**

**These nouns have plural forms. They take on the adjectives e.g. few, many, several, one, two etc.  
eg. Several *pages(plural)* in the book are missing.**

**Nouns that cannot be counted in no.s are called Uncountable nouns.**

**e.g. rice, wool, sugar, water, soil, music, air, coffee etc. These nouns have no plural forms. They take on adjectives like much little or a little. They cannot be used with nos.**

# Choose the Countable and Uncountable Nouns from the following table ...

Apple	Star	Cloth	Freedom	Furniture	Picture	Stone
Dirt	Paper	Class	Family	Milk	Shop	Pen
Tea	Poetry	Poem	Team	Iron	Glass	



# **Role-Play --- Live**

## **1 Role-Play**



# Home Assignment

**Do It Yourself Exercise on Nouns**  
**1 Assignment**



# VERBS



# All About Verbs ...

A verb, as we all know, shows action. It also tells us the time of action. The verb tells us whether the action has already taken place, is taking place or will take place. To show the time in which the action is taking place, sometimes several verbs are put together.

Ex: The fly sits on the fruit.

here the verb tells us what is happening in the present or what happens from time to time (present tense).

Ex: The fly sat on the fruit.

Here the verb consists of one word and tells us of the action that took place in the past (past tense)

Ex: The fly will sit on the fruit.

Here it consists of 2 verbs will sit. To show what will happen in the future, the verb sit takes on the helping verb will (future tense)



# All About Verbs ...

A verb does two things in a sentence.

**It shows the action ( ex-works) or the state of being (ex – is,was) of the subject.**

*The boy walks to school*

*The flower is beautiful*

**It shows the time of the action(the tense)**

**Ex: The boy walked to school**



.....

## The ***Simple tense***

This tense shows the present, past or future of the action in its simplest form.

He goes to school. (simple present tense)

He wants to go to school. (simple present tense)

He will go to school. (simple future tense)



Let us examine verb in a simple tense.

**eg:       *The peon rings the bell.***  
***(every hour or every day)***  
***The earth goes round the sun.***  
***We eat every day.***  
***Mother visits the temple daily.***

Here, the simple tense of the verb shows routine work, a permanent truth or habit.



# **Role-Play -- Live**



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The thing to be noted is that the verb ends with an 's' in a simple present tense if the subject is he, she or it.

***Eg: The minister brings a brief case to the office.***

*She sings in a melodious voice*

When the word 'have' is used to mean possession we use 'has' for he, she or it, and 'have' for other subjects.

<b><i>E.g:</i></b>	<b><i>I <u>have</u> a pen</i></b>	<b><i>She <u>has</u> a pen</i></b>
	<b><i>We <u>have</u> pens</i></b>	<b><i>He <u>has</u> a pen</i></b>



# All About Verbs .....

The **Continuous tense** shows that the action (in present, past and future) is still continuing or not yet complete.

eg: ***He is selling the product.*** (present continuous)

***He was selling the product***  
(past continuous)

***He will be selling the product*** (future continuous)

This is also called **Imperfect tense** because it shows an action which is incomplete or imperfect.



# All About Verbs .....

The **Perfect tense** shows that an action is in a completed or perfect state.

<i>eg: I have done my work</i>	}	<i>Present Tense</i>
<i>She has done her work</i>		
<i>I had done my work</i>	}	<i>Past Perfect</i>
<i>She had done her work</i>		
<i>I shall have done my work</i>	}	<i>Future Perfect</i>
<i>He will have done his work</i>		





# All About Verbs .....

The ***Simple Past tense*** is used to describe actions and states in the past that are complete in themselves.

Verbs in this tense usually go with the adverb (adverbial phrases) like yesterday, last week, (month year) an hour ago, in 1942, etc.

**Eg:**     *I found a pen yesterday.*

*We drove to Bangalore last week.*

*You arrived here last year.*

*India won freedom in 1947.*

*The agent came here a few minutes ago.*



# **Role-Play -- Live**

**2 Role-Plays**



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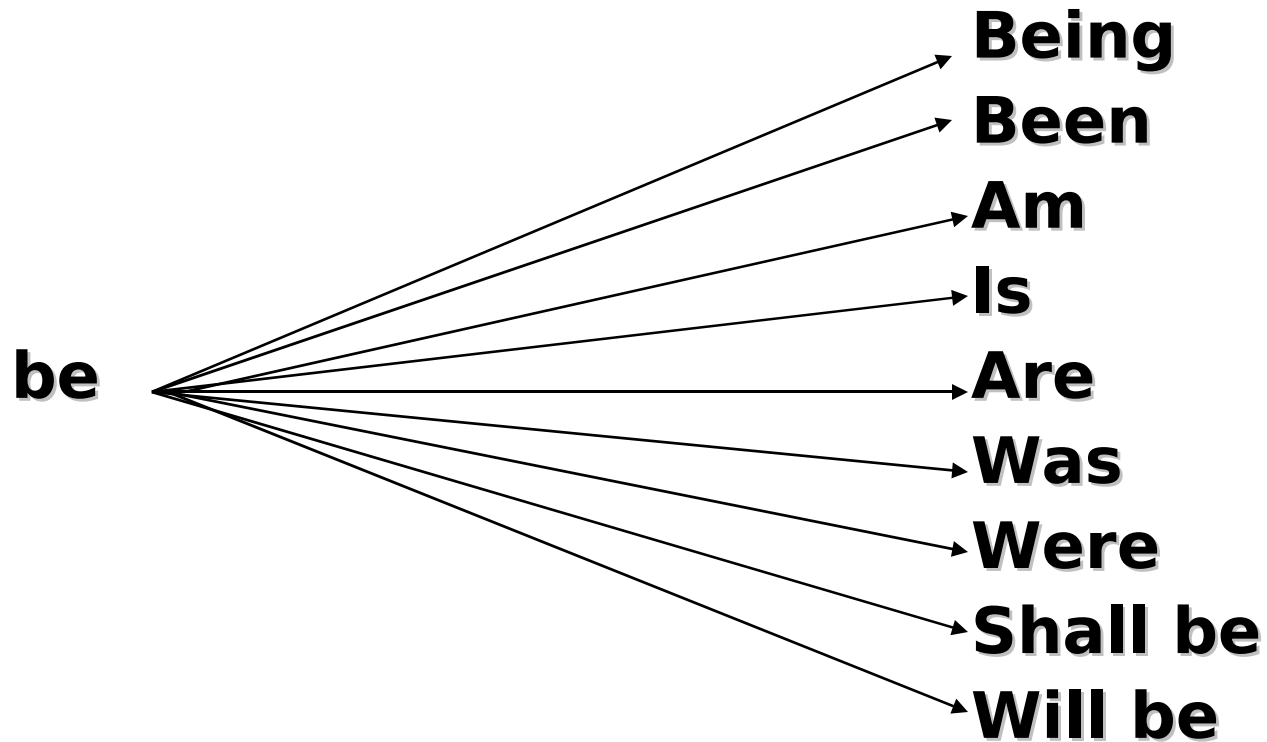
# Home Assignment

**Do It Yourself Exercise on Verbs**  
**2 Assignments**



**Lets look at how many forms  
the word “Be” can take**





# Day 2



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# SENTENCES



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When we speak or write , we use words, we put letters together to form words. Words put together form sentences.

***Eg: Important it client please to is .  
These are group of words, but is not a sentence  
because they don't mean anything. Let us how  
rearrange the words.***

***It is important to please a client.***

**In the words, we can say, that a sentence is a  
group of words, which make sense.**

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# All About Sentences .....41

.....

Some sentences describe things or give information.  
Some ask questions.

Sentences that describe or give information are called **assertive** sentences. They actually make a sentence.

Sentences that ask questions are called **interrogative** sentences. To interrogate means to 'ask'. These sentences always end with a question mark. The customer or the client may ask you many questions

***E.g.: What is the product you sell?***

***What is the price of this product?***

***Will you give me a discount?***

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# All About Sentences .....

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Some sentences express a wish, a command or a request. They are called **imperative** sentences

Ex: May god be with you.(wish)

Call the doctor at once.(command)

Wait for me please.(request)

Sentences that express a strong or sudden feeling are known as **exclamatory** sentences. They always end with an exclamation mark.

Ex: What a wonderful day !



# All About Sentences .....

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**So we can safely say that a sentence is a group of words which has a subject and it tells something about the subject. It is meaningful by itself.**

**It is important to make a complete sentence : using the right combination of nouns, verbs, adjectives, prepositions**



# **Role Play -- Live**

**3 Role Plays**



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# Home Assignment

**Do It Yourself Exercise on  
Sentences  
2 Assignments**



# **Silent Letters in Words**



**There are certain words which have a particular letter or letters that are silent and therefore the pronunciation of the word is different.**



# For Example .....

## B – Silent in words like

Comb  
Dumb  
Debt

## D - Silent in words like

Judge  
Edge

## C - Silent in words like

Scene  
Scent

## G - Silent in words like

Resign

Sign **SEAMLESS**



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# For Example .....

**GH – Silent in  
words like**

**Brought  
Though  
Night**

**H - Silent in  
words like**

**Hour  
Honor**

**K- Silent in words  
like**

**Know  
Knee**

**L - Silent in words  
like**

**Talk  
Half**



# For Example .....50

....

**N - Silent in words like**

**Autumn**

**P - Silent in words like**

**Psychology  
Pneumonia**

**T - Silent in words like**

**U- Silent in words like**

**Tongue  
Guard**

**W - Silent in words like**

**Write  
Answer**

**Listen  
Catch**



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# **Role Play --- Live**

## **1 Role Play**



# HOMONYMS



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# **Role Play --- Live**



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# PRONUNCIATIONS



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**Pronunciation is the way in which a word is pronounced or spoken.**



# Ways To Improve Your Pronunciation

2. Listen to the English news regularly
  - CNN
  - BBC
  - Star News
7. Be attentive when you hear others speak.
9. Look up the dictionary for the correct pronunciation of words.
11. Read the paragraph loudly and then tape it. After listening to the Tape, correct your mistakes and speak again.



# **Ways To Improve Your Pronunciation .....**

- 5. The formation of the mouth and placing of the tongue is important for correct pronunciation.  
Looking into a mirror will help.**
- 5. Enjoy the company of people who speak fluent English.**
- 7. Buy tapes of speeches of great leaders of the world and listen to them.**



# Pronunciation And Speech<sup>58</sup>

.....

**A skillful speaker never pronounces a word in a way that is alien to the habits of his listener.**

**The three most common mistakes that happen while pronouncing:**

- carelessness**
- a put-on accent**
- pronunciation that is too careful**



# Pronunciation And Speech<sup>59</sup>

.....

***Take for example:***

**Two most commonly used words :**

**Either**

**Neither**

**When pronounced as Either and Neither, no one notices them.**

**But if they are pronounced as Eyether and Nyether, they will be certainly noticed and the chances are that they will cause irritation.**



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# **Role-Play --- Audio**

## **Listening To Pronunciations**



# **Role-Play --- Live**

**Speaking and Rehearsing  
Pronunciations As Given in the  
Audio Piece**



**There are words used in sentences which either form the strong part or take the weak form.**



# For Example .....

Strong Form Weak Form

Are  
coming

Here they are

They are

At  
house

Shoot at him Stop at the new

Be  
stupid

It can't be

He must be

Could  
be better

I would stay if I

You could

could

than this

For  
waiting for

What is he

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He is

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# Home Assignment

**Give the topics for the Skit and a brief on what would be expected. Each team is assigned one topic. Also, the group is told the day on which the skit will be enacted  
(Day7)**





# Day 3



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# All About Sentences .....

The different kinds of words that make up full sentences are known as **'parts of speech'**

These terms come up frequently in the study of the sentence. They fall into 8 categories. Here is a list of them and their usual definitions to jog your memory.

**A noun** names something.

Shakespeare, cloud, advertisement

**A pronoun** takes the place of a noun.

you, her, I

**A verb** expresses action or refers to an event or a state of being.

is, amaze, ensure, show, seem

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# All About Sentences .....

**An adjective** qualifies-tells us something about a noun or a pronoun.

beautiful, angry, strange, small, deliver.

**An adverb** qualifies a verb an adjective or another adverb.

cleverly, very, usually, angrily, ago

**A preposition** shows a relation between a word and a noun

(or a pronoun) that follows it.

from, in, at, with, of, among, behind.

**A conjunction** connects words or group of words and, but, although, or, yet

**An interjection** express emotions acts as a signal or adds a conversational touch

hey! wow! hello! well! oh! say!

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# All About Sentences .....

***To add a little humour, but at the same time to get to know the right way of expressing something, here is a simple conversation.***

A little boy said to his teacher 'I ain't got no pencil'

The teacher corrected him at once: It's 'I don't have a pencil'. 'You don't have a pencil.' ' We don't have any pencils.' 'They don't have pencils'

Is that clear?

'No' said the surprised child. "what happened to all them pencils?"

# Verbs And Sentences .....

The verb 'be' takes these forms.

The Past Continuous Tense. This tense shows that the action was going on for some time in the past. It also shows what was happening for a period of time before the action was completed.

If two actions occurred at the same time, we use the past continuous tense to describe one of them.

***E.g : I was reading the newspaper when the postman rang the bell.***

*The continuous tense takes a helping verb to show the tense.  
They are is, am, are, was, were, being.*

*Eg: The boys were playing when mother called them.*

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# **Role Play --- Live**

## **3 Role Plays**



# Home Assignment

**2 Assignments**



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# ADVERBS



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**An Adverb is a word which modifies the meaning of a Verb, an Adjective or another Adverb**



# An Adverb .....

***For example :***

**Rahul runs *quickly***

**-- quickly shows HOW (or in what manner)**

**-- quickly modifies the Verb runs**



# **An Adverb .....**

***For example :***

**This a is a *very* beautiful painting**

**-- *very* shows HOW MUCH (or in what degree)**

**-- *very* modifies the Adjective  
beautiful**



# An Adverb .....

***For example :***

**Govind reads *quite* clearly**

**-- quite shows HOW FAR (or to what extent)**

**-- quite modifies the Adverb clearly**



# Kinds of Adverbs



# Adverbs of Time .....78

.....

***Which shows when :***

**I have heard this *before*.**

**We shall *now* begin to work.**

**He comes here *daily*.**



# **Role Play --- Live**



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# Adverbs of Frequency .....80

.....

***Which shows how often :***

**I have told you *twice*.**

**He *often* makes mistakes.**





# **Role Play --- Live**



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# Adverbs of Place .....

***Which shows where :***

**Stand *here*.**

**He looked *up*.**



# Role Play --- Live



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# Adverbs of Manner .....84

...

***Which shows how or in what manner :***

**Rashmi reads *clearly*.**

**The story is *well* written.**

**The boy works *hard*.**



# **Role Play --- Live**



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# Adverbs Of Degree .....

***Which shows how much or to what extent :***

**He was *too* careless.**

**I am *fully* prepared.**

**I am *so* glad.**



# **Role Play --- Live**



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# Adverbs of Reason .....88

...

He *therefore* refused to help.

It was *hence* completed on time.





# Role Play --- Live



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# Adverbs of Affirmation or Negation.....

90

***Surely*, you are mistaken.**

**I do *not* know him.**



# **Role Play --- Live**



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# Home Assignment

**Do It Yourself Assignments on  
types of Adverbs  
1 Assignment**



# VOWELS



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**How many vowels exist and  
what are they?**



# Vowels .....

A

E

I

O

U



# **Vowels** .....

***Lets look at words that reflect the particular vowel .....***

## **Vowel A**

**Words we use everyday :**

**Name, Brain, Far, Heart, Palm, Castle, Sat, Bad**

**Words we would use with customers :**

**Available , Payment , Waiver , Location , Assist**





# **Vowels** .....

***Lets look at words that reflect the particular vowel .....***

## **Vowel E**

**Words we use everyday :**

**Hotel, Met, Her, Birth, Said, Red, Thread**

**Words we would use with customers :**

**Receive, Enable, Credit, Perfect, Attention, Reference**



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# **Vowels** .....

***Lets look at words that reflect the particular vowel .....***

## **Vowel I**

**Words we use everyday :**

**Mine, Side, Dye, Hire, Bid, Busy, Trim**

**Words we would use with customers :**

**Deliver, Eligibility, Assign, Expiry, Fee system**



# Vowels .....

*Lets look at words that reflect the particular vowel .....*

## Vowel O

**Words we use everyday :**

**More, Bore, Four, Floor, Fort, Got,  
Shot, Bought, Foot, Mood, Good,  
Moon, Bone**

**Words we would use with customers :**

**Account, Problem, Wonderful,  
Apologize, Form, Content, Product,  
Would, Could**

# **Vowels** .....

***Lets look at words that reflect the particular vowel .....***

## **Vowel U**

**Words we use everyday :**

**Pure, Run, Turn, Love, New, View**

**Words we would use with customers :**

**Update, Unable, Customer, Sure**



# **Role Play --- Live**

**2 Role Plays**



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# Home Assignment

**Do It Yourself Exercise on Vowels  
2 Assignment**



# Day 4

## Adjectives / Prepositions



# ADJECTIVES



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**An Adjective is a word which qualifies a noun. They are picture words as they create a certain picture in the mind. In other words, adjectives show the property of a noun.**



# Types of Adjectives



# **Adjective of Quality .....**

.....



# Descriptive Adjectives .....

**1.1 Of what quality**

**e.g *A small boy***

**1.2 Of what state**

**e.g *A careful girl***



# **Role Play --- Live**



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# Proper Adjective .....

***Made with proper nouns:***

**e.g The *English* language**



# **Role Play --- Live**



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# Adjectives of Quantity ...

.....





# Quantitative Adjectives ...<sup>113</sup>

.....

***Answer the question : how much and  
how many***

***Used with Countable nouns***

**e.g** *much water*  
*little rice*  
*enough money*



# **Role Play --- Live**



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# **Numeral Adjectives .....**

***Answer the question : how much and how many***

***Used with Uncountable nouns***

**e.g**   ***many stars***  
         ***few books***  
         ***enough chances***



# **Role Play --- Live**



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# Demonstrative Adjectives

.....



# Demonstrative Adjectives<sup>118</sup>

.....

**Answer the question “which”**

**e.g *this* book**  
***that* tree**  
***such* friends**



# **Role Play --- Live**



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# Distributive Adjectives





# **Distributive Adjectives .....<sup>121</sup>**

**....**

**Show whether the noun that follows is taken singly or in separate lots.**

**The four distributive adjectives are  
Each, Every, Either, Neither**



# **Role Play --- Live**



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# Possessive Adjectives ...

.....



# Possessive Adjectives .....<sup>124</sup>

....

**Answer the question “whose”**

e.g *my* book  
*our* country  
*your* voice  
*his* job



# **Role Play --- Live**



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# **Final Role Play --- Live**



# Home Assignment

**Do It Yourself Exercise on  
Adjectives**

**Two Assignments**

**1.1 Seven Assignments to practice  
types of Adjectives**

**1.2 One Assignment as a final role**



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# PREPOSITIONS



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# Prepositions

**The book is the desk.**

**-- this statement doesn't make any sense**

**The book is on the desk – the word ON shows the relationship between the desk and the book.**

**The book can also be in the desk, under the desk or besides the desk.**



# Prepositions .....

**All these words which show the relationship between one noun (or a word standing for a noun) and another word in the sentence are called Prepositions.**



# Prepositions .....

**A preposition is a word placed before a noun or a noun equivalent to show in what relation that noun or noun equivalent stands to something else in that sentence.**

**A preposition can be one word or a group of words.**



# Some Common Prepositions <sup>132</sup>...

...

At	To	Throug	Onto	Within	Along
By	For	Up	Up to	Across	Behind
On	Off	Of	In	Into	Below



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# **Role Play --- Live**



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# Home Assignment

**Do It Yourself Exercise on  
Prepositions**



# Day 5



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# ESSAY WRITING



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# Essay Writing

**Essay writing improves your skills as a complete communicator.**

**It improves your writing skills, allows scope to express better and combines communication skills with knowledge about the subject.**

**Essays, if well written, convey a message to the reader who looks at your points of view and feels convinced.**



# Essay Writing .....

***Special preparation needs to be done for good essay writing:***

**1.1 Defining The Subject :** You should have a clear conception of the subject of the essay.

**A little bit of homework before you start writing goes a long way in creating good ideas.**

**1.2 Collecting Material :** For a number of topics, you need to collect more information.



# Essay Writing .....

***Special preparation needs to be done for good essay writing.***

**1.3 Logical Arrangement :** Now you can decide on the line of the essay; the logical order in which you can arrange your points you have selected. But you must put them down according to some plan.

**1.4 Filling The Content :** Now that you have the outline and the way you want to write, you can start filling in the content in the logical order.

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# **Role Play --- Live**



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# Home Assignment

**Do It Yourself**

**-- Choose your own subject and  
write an essay.**



# Day 6



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# CONVERSATIONS

**Improving your speech skills**



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# **Role Play --- Live**



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# **Improving Speech**

## **Skills : Listening to Audio**

**Thrust areas of the two pieces :**

- 1.1 Voice modulation**
- 1.2 Emphasis on words**
- 1.3 Punctuations**
- 1.4 Clarity and pace**
- 1.5 Pronunciations**



# **GROUP DISCUSSIONS**



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# Group Discussions

**Give an opportunity to each individual in the group to put across his or her points of view clearly or forcefully so that they may be *accepted* and *appreciated* by others.**

**This requires knowledge on the subject and the ability to say the right things at the right time.**



# **Group Discussions .....**

**Listening is a very important part of group discussions. You need to listen to others in the group and assimilate ideas.**

**You learn to inculcate qualities like empathy for points of view of others.**

**You learn to control your temper and also learn to adapt easily.**



# **Role Play --- Live**



**SEAMLESS  
CONNECTIONS**

# Day 7

## Skit Performance Evaluation



**SEAMLESS  
CONNECTIONS**

**Finally** .....



**SEAMLESS  
CONNECTIONS**

# **Some Tips To Learn English Better**

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**Read an extract from a book everyday. Newspaper editorials make good reading material. Read articles in magazines and try to rewrite them in your own words.**

**Use the language as often as possible, but also try and be a good listener.**

**Listen to the news broadcast on the radio and also on the television. It will help you improve your pronunciation.**



# **Some Tips To Learn English** <sup>153</sup> **Better .....**

**Maintain a register and keep noting down your grey areas. Go through them every week and try to correct your mistakes.**

**Intonation and emphasis on the right word at the right time is very important. Read aloud a passage from a book or a poem, record it and then correct intonation as you listen to it.**



# **Some Tips To Learn English<sup>154</sup> Better .....**

**The dictionary should be your constant companion. When in doubt about the meaning or pronunciation of a word, always refer to the dictionary.**

**Note down some new words and phrases, which you think could be used in your day to day conversation, in your register.**



# **Some Tips To Learn English<sup>155</sup> Better .....**

**Group discussions are extremely important. Select a topic of your choice and discuss it with a group of friends. It will boost your confidence and will also allow you to think of new sentences.**

**Select a topic and try to speak about it for at least a minute in front of the mirror.**

